

22 April 1976

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of ADMAG Business Meeting - 20 April 1976

1. The following ADMAG members were present at the business meeting held on 20 April 1976:

<u>Office</u>	<u>Name</u>
Communications	
Finance	
Medical Services	
Joint Computer Services	

(Chairman)

STATINTL

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2. Messrs. [REDACTED] reported on their presentation at the Trends & Highlights course on 14 April 1976. Although the survey sheets filled out by the attendees have not been completely compiled, a cursory check indicates continued high interest in Vacancy Notices, followed by Two-grade Promotions and Flex Hours.

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3. [REDACTED] presented a memorandum (copy attached) received from the Magazine Building employees regarding the possibilities of obtaining an exercise facility in the Rosslyn area. Interest in this facility was expressed by 446 employees.

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4. The members present agreed the memorandum from [REDACTED] on the subject of "The Radio Corporation of America Talent Inventory Appraisal System" should be forwarded to the DCI MAG for incorporation into their overall study of Fitness Reports. The memorandum has been forwarded and [REDACTED] has been advised of this action.

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5. The draft memorandums on Vacancy Notices and Information Services were reviewed. Information Services underwent major surgery, and survived. Minor modifications to Vacancy Notices were also made. Lacking a quorum of members at this meeting, forwarding of the memorandums to the DDA will be held in abeyance until after additional members have reviewed the final product at the next meeting. Copies of the revised drafts are attached.

6. AGENDA for the next business meeting to be held Tuesday, 4 May, at 1630 hours in the OMS Conference Room (1D4021).

a. Discuss and prepare an evaluation of the Employee Suggestion regarding 45 minute lunch periods. ADMAG's evaluation should be completed at the earliest opportunity.

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b. Review the following draft memorandums:

(1) Employee Concerns Regarding Vacancy Notices

(2) Information Services

c. Using the employee interest survey from the Trends & Highlights session, establish an order of priority for addressing the following items of pending business:

(1) Two-grade Promotions

(2) Management Training

(3) Car Pool Passes

(4) Flex Hours

(5) Employee Briefings

(6) Exercise Facility for the Rosslyn Area

(7) New items from the April Trends & Highlights

7. Completed Business:

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Small car lanes item has been dropped from further ADMAG consideration. [REDACTED], who was a guest at our previous meeting, advised the practicability of small car lanes had been studied and the conclusion was the savings in space would be almost non-existent.

[REDACTED]
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Attachments:
As stated

Distribution:
1 copy each ADMAG member
1 [REDACTED]

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